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ABSTRACT

The seminary's history, philosophy and objectives, organization, and personnel are described in this handbook. Governing boards are reported, along with various aspects of the school's administration: officers, councils, boards, counseling service, and committees. Faculty policies and procedures are outlined with regard to compensation (salaries, insurance, retirement and death benefits, and sabbaticals), professional standards, responsibility for courses, work load, recruitment, and meetings. Specific services and facilities are also described. Appendices deal with the role of the Board of Trustees, Board of Regents bylaws, and contracts of employment. (LBH)

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Faculty Handbook

Mount Angel Seminary

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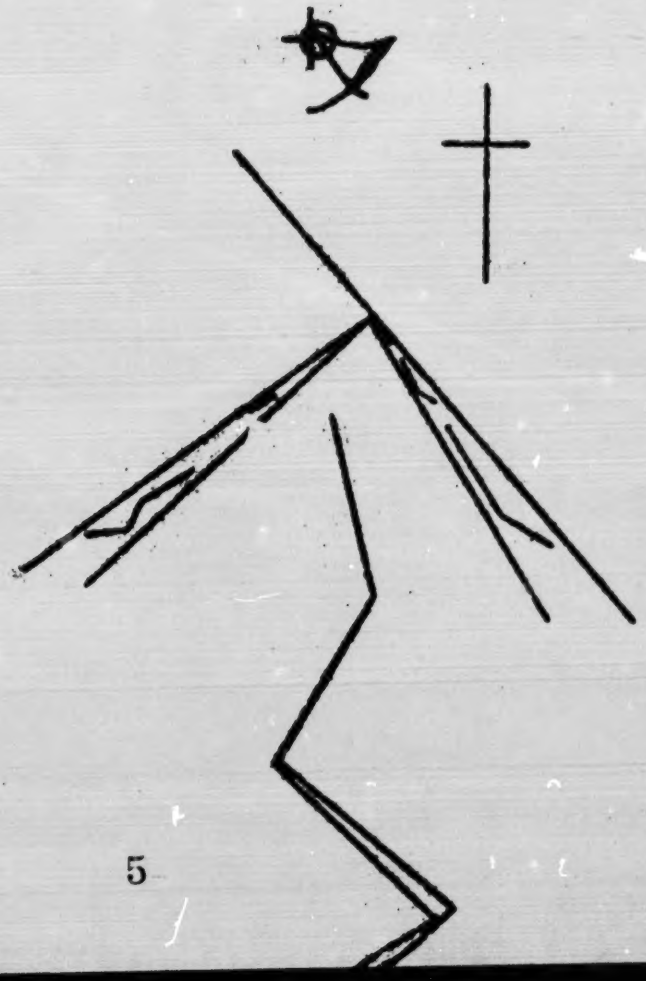

I. INTRODUCTION

A. HISTORY OF SCHOOL

In 1882, the Benedictine monks of Engelberg (Mount Angel) Abbey in Switzerland established a monastery in Oregon. The articles of incorporation for Saint Benedict's Abbey (name changed to Mount Angel Abbey in 1947) were approved by the State of Oregon in 1883. These articles granted Mount Angel Abbey the right to establish schools and colleges for the education of youth. With this approval, the Abbey opened Mount Angel College on the first Tuesday in September of 1887. On March 21, 1889, St. Anselm's Minor Seminary (four years of high school and two years of college) was opened at the request of the Most Reverend W.H. Gross, Archbishop of Oregon City.

In 1933, the four-year college program was accredited by the Northwest Association of Secondary and Higher Schools. In 1947, by decision of the monks of Mount Angel Abbey, this program was limited to students studying for the priesthood and the name of the school was changed to Mount Angel Seminary.

In 1970, Mount Angel Abbey and the Board of Regents approved a petition of the Advisory Council of Women Religious in the Portland Archdiocese to admit qualified women religious to philosophical and theological studies. Since that time, Mount Angel Seminary has admitted other qualified persons to its study and degree programs.

Mount Angel Seminary serves the Northwest and other dioceses in educating priests, religious, and laymen. It offers an undergraduate liberal arts program leading to the Bachelor of Arts Degree and graduate theological programs leading either to a Master of Arts or a Master of Divinity Degree.

B. PHILOSOPHY AND OBJECTIVES

Mount Angel Seminary prepares students for the priesthood in dioceses and religious communities as well as Mount Angel Abbey. The Seminary plans its programs in dialog with other seminaries, the bishops, and vocation directors of Region XII of the National Conference of Catholic Bishops. It maintains standards of excellence comparable to other four-year colleges, universities, and professional schools.

The objectives of Mount Angel Seminary are to foster a living Christian faith and personal growth toward a positive commitment to service in the Church, to develop skills in effective leadership, to provide an environment favorable to scholarship and independent study among faculty and students, to provide academic formation in the arts, sciences, philosophy, and theology, and to afford opportunities for professional training and supervised experience in areas pertaining to ministry.

II. ORGANIZATION

A. GOVERNING BOARDS

1. SPONSORING BODY

Mount Angel Seminary is owned and operated by the Benedictine monks of Mount Angel Abbey, an Oregon corporation. The abbot of Mount Angel Abbey is ex-officio Chancellor of Mount Angel Seminary. (See Board of Trustees under Appendix #1 of the Handbook).

2. BOARD OF REGENTS

The Board of Regents consists of the bishops who have students enrolled in Mount Angel Seminary (or their delegates), the Chancellor, the President-Rector, the Administrative Council of Mount Angel Seminary, Vocation Directors, and the Director of the House of Studies in Portland, Oregon.

It is the function of the Board of Regents to help determine guidelines for the priestly formation and the training of students at Mount Angel Seminary. In fulfilling this duty, due account is taken of the directives of the Holy See (e.g. The Basic Plan for Priestly Formation), The Program of Priestly Formation of the National Conference of Catholic Bishops, suggestions of Region XII of the National Conference of Catholic Bishops, and standards of the Northwest Association of Secondary and Higher Schools and of the American Association of theological Schools. The Board also provides counsel and advice in those matters which directly affect the financial needs and status of the Seminary. (See Document of Erection and By-laws of this Board under Appendix #2 of the Handbook.)

B. ADMINISTRATION

1. OFFICERS

a. President-Rector: The chief executive of Mount Angel Seminary is the President-Rector. If he is a member of Mount Angel Abbey, he is appointed by the abbot in consultation with the Board of Regents. If he is not a member of Mount Angel Abbey, the abbot contracts for his services in consultation with the Board of Regents. The President-Rector appoints the administrative officers and faculty of the Seminary.

The President-Rector is an ex-officio member of the Board of Regents, Chairman of the Faculty, Chairman of the Program and Administrative Councils, Chairman of the Admissions and Review Boards, Chairman of the Budget Committee, and chief Recruitment Officer. In his capacity

as President-Rector, he speaks officially for the Seminary, facilitates decision-making, and directs public relations. As Rector, he has the final responsibility for the formation of ministerial students residing in the Seminary.

The President-Rector is the final court of appeal in the Seminary. When the faculty or studentbody disagrees with a decision of the President-Rector and his Council, two-thirds vote of the full faculty or of the proper faculty and studentbody of either division will override his decision. The President-Rector may accept this decision, or together with the proper plaintiff, appeal to the Abbot and Council of Mount Angel Abbey, and, if desirable, to the Board of Regents.

For major decisions and changes in policy, the President-Rector must consult the abbot, who has final decision-making power as Chancellor of the Seminary. The abbot's decisions, in turn, are contingent upon the consent of the Mount Angel Abbey chapter in the matters enumerated in C,12 of the Benedictine Constitution and upon the consent of the Abbey council in the matters enumerated in C, 34. (See Board of Trustees under Appendix #1 of the Handbook.)

b. Academic Dean: The Academic Dean is appointed by the President-Rector. He is Vice-President of the Seminary, Chairman of the Academic Council and the Graduate Degrees Committee, Vice Chairman of the Faculty, a member of the Board of Regents, the Administrative and Program Councils, the Admissions, Evaluations, and Review Boards.

The Academic Dean is responsible for the overall academic program of the Seminary. In cooperation with the appropriate Divisions, he develops curricula, introduces new courses, administers and interprets academic standards and requirements. In relation to the Faculty, he is responsible for the quality of teaching and the recruitment of faculty members whom he interviews and selects in consultation with the appropriate Divisions and then recommends to the President-Rector for hiring. He provides for class-rooms and teaching aids. In relation to the students, he is responsible for finalizing programs of study, establishing academic counseling, the evaluation of transcripts, waiving courses, hours, or credits, distributing grade reports, and presenting students for degree awards.

c. Dean of Graduate Students: The Dean of Graduate Students is appointed by the President-Rector. He is an ex-officio member of the Board of Regents, the Administrative and Program Councils, the Field Education Committee, the Graduate Admissions and Review Boards, and the Graduate Division.

In dialog with the President-Rector, the Academic Dean, and the Dean of Undergraduate Students, the Dean of Graduate Students has the responsibility for the spiritual, personal, and social formation of all resident ministerial

students on the graduate level. In this capacity, he is Chairman of the Graduate Counseling Staff and the Graduate Evaluation Board. He maintains contact with the families of students and makes periodic reports on all graduate students to their pastors, parents, bishops, or religious superiors, and the President-Rector. He is also responsible for maintaining the living quarters and recreation facilities in Aquinas Hall and arranging food service for graduate students.

d. Dean of Undergraduate Students: The Dean of Undergraduate Students is appointed by the President-Rector. He is an ex-officio member of the Board of Regents, the Administrative and Program Councils, the Pastoral Training Committee, the Undergraduate Admissions and Review Boards, and the Undergraduate Division.

In dialog with the President-Rector, the Academic Dean and the Dean of Graduate Students, the Dean of Undergraduate Students has the responsibility for the spiritual, personal and social formation of all resident ministerial students on the undergraduate level residing in Anselm Hall. In this capacity, he is Chairman of the Undergraduate Counseling Staff and the Undergraduate Evaluation Board. He maintains contact with the families of the students and makes periodic reports on all undergraduate students to their pastors, parents, bishops or religious superiors, and the President-Rector. He is also responsible for maintaining the living quarters and recreation areas of Anselm Hall and arranging food service for undergraduate students.

e. Assistant Dean of Undergraduate Students: The Assistant Dean of Undergraduate Students is appointed by the President-Rector, after consultation with the Dean.

The Assistant Dean's primary function is to assist the Dean. He shares with the Dean the responsiblity for the spiritual, personal, and social formation of the residential ministerial students living in Anselm Hall. In dialog with the Dean, specific areas of concern and responsibility will be determined for the Assistant Dean. Whenever the Dean is away or is unable for a legitimate reason to act as Dean, the Assistant Dean has the full responsibility of the Dean.

f. Director of Field Education and Director of Pastoral Training: The Director of Field Education and the Director of Pastoral Training are appointed by the President-Rector.

The Director of Field Education is an ex-officio member of the Board of Regents, the Administrative Council, the Graduate Evaluation and Review Boards, and the Graduate Degrees Committee in matters relating to the Master of Divinity Degree.

In dialog with the President-Rector, the Academic Dean, and the Dean of Graduate Students, the Director of Field Education coordinates the Field Education program for the graduate students. He is Chairman of the Field Education Committee, which evaluates and approves projects, acts as a catalyst in proposing new projects, places students in projects, and is responsible for insuring adequate supervision for students in projects.

The Director of Pastoral Training is an ex-officio member of the Program Council and the Undergraduate Evaluation and Review Boards.

In dialog with the President-Rector, the Academic Dean, and the Dean of Undergraduate Students, the Director of Pastoral Training coordinates the Pastoral Program for the undergraduate students. He is Chairman of the Pastoral Training Committee, which evaluates and approves projects, acts as a catalyst in proposing new projects, places students in projects, and is responsible for insuring that students receive preparation appropriate for particular projects.

The Director of Field Education and the Director of Pastoral Training communicate to insure continuity of programs for the undergraduate and graduate students at Mount Angel Seminary.

g. Director of Continuing Education and Summer Programs: The Director of Continuing Education and Summer Programs is appointed by the President-Rector.

As Director of Continuing Education, he collects data on faculty involvements in continuing education, makes these data available to the chancery offices and interested organization, acts as a buffer for faculty members who do not wish to be involved in continuing education, and sets fees in consultation with the Faculty and Administration. He also plans and coordinates with St. Thomas Seminary, Seattle, programs for the clergy in the Northwest. He acts as a liaison between Mount Angel Seminary and various diocesan and religious directors of continuing education in Region XII in planning and coordinating programs.

As Director of Summer Programs, he appoints the officers (i.e., Publicity Director, Liturgical Director, Social Director, Transportation Director, House Directors, Faculty Director, and Consultants), processes correspondence and applications, and sets the fees in consultation with the Administration. In consultation with the Graduate Division, he plans the summer programs. He also submits a proposed summer school budget and request for faculty to the President-Rector and the Administrative Council for tentative approval by December 15th of each year. He requests final approval for the budget and faculty by January 15th.

2. COUNCILS

a. Administrative Council: The Administrative Council exists primarily to advise the President-Rector on matters which are presented to him. It consists of the President-Rector (Chairman), the Academic Dean, the Dean of Graduate Students, the Dean of Undergraduate Students, the Dean of High School Students and the prior of Mount Angel Abbey.

The Administrative Council advises the President-Rector as the chief administrative, academic, and formation officer. After hearing from the Administrative Council, the President-Rector makes his response to the proper body. If he rejects a proposal suggestion, request, or demand, he lists the reasons for his decision and refers the matter to the proper body. (Cf. II, B, 1, a.)

b. Program Council: The Program Council brings together all the elements of the Seminary community. Its members are the President-Rector (Chairman), the Academic Dean, the Dean of Graduate Students, the Dean of Undergraduate Students, the Director of Pastoral Training, an elected faculty member, the graduate studentbody president, the undergraduate studentbody president, and a monastic student representative.

The Program Council conducts or authorizes studies affecting Mount Angel Seminary; prepares and recommends overall plans and programs pertaining to formation, academics, recruitment of students and faculty, administration, budget, and student government; reviews problems that arise and makes recommendations for their alleviation or solution; coordinates on-going plans and programs; and gathers information to evaluate, review, and establish priorities. The Council recommends necessary changes to the persons or bodies responsible for their implementation, but its decisions are not binding on these persons or bodies.

c. Academic Council: The Academic Council acts as a liaison between the Undergraduate and Graduate Divisions of the Faculty, and it may act as a working committee for the Full Faculty or the Division. It also acts as an advisory body to the Academic Dean. Its members are the Academic Dean (Chairman), the chairman of the Graduate and Undergraduate Divisions and of the Humanities Program, and three students representing the graduate studentbody and the upper-division and lower-division undergraduate studentbody respectively.

The Academic Council considers for approval all matters decided by the Graduate and Undergraduate Divisions. Its decisions are subject to veto by the Academic Dean and may be appealed to the Full Faculty (Cf. C, 3, c.) and then to the President-Rector.

Meetings are held as often as called by the Academic Dean or requested by Council members. The Academic Council may appoint ad hoc committees to research and propose solutions to specific problems.

3. BOARDS

a. Admissions Board: The Admissions Board examines the records and references of persons seeking admission to the undergraduate or graduate Divisions of the Seminary and decides if a prospective student meets the admission requirements for academic, medical, psychological, and character qualifications. Its members are the President-Rector (Chairman), the Academic Dean, and the Dean of the respective Division in question.

At its discretion, the Admissions Board uses other resources besides the academic, medical, psychological, and character reports on students who apply for admission. When the qualifications of a prospective student are doubtful, the Chairman of the Division or members of the Faculty are consulted.

Students are to be admitted to the summer programs after the Director of Summer Programs has examined and evaluated, with the Academic Dean, the records and references submitted on behalf of the applicants. He may waive, with the approval of the Academic Dean, specific requirements in individual cases.

b. Evaluation Board: The Evaluation Board acts in an advisory and supportive capacity to the ministerial student by evaluating his overall growth. It provides his Ordinary with written evaluation reports on an on-going basis. It is not the purpose of the Evaluation Board, and it is not within its powers, to determine whether or not a student is to continue in the Seminary. Its members are the Dean of the Student's Division (Chairman), the Academic Dean, the Director of Field Education for the Graduate Division, the Director of Pastoral Training for the Undergraduate Division, a counselor or director designated by the student, and psychological consultant(s).

Unless the Chairman decides otherwise, the Evaluation Board meets on a designated day twice a month during the school year. All undergraduate and graduate ministerial students are generally evaluated twice during each school year. The agenda is published in advance of the meetings. Before each meeting, Evaluation Board members submit written reports, with provision for additions and deletions. Completed reports are given to the student and his Ordinary, and a third copy is given to the President-Rector for the student's permanent file. The student being evaluated is present at the evaluation meeting which concerns him. In particular cases, the Board calls in other persons to aid in the evaluation of the student. Peer and Faculty eva-

luation is employed only at the discretion of the Board, which determines the manner and the extent to which such evaluation is used. All persons involved are bound by professional confidence.

c. Review Board: The Review Board decides whether a student is to continue in the Seminary or not, and on what conditions. Its members are the President-Rector (Chairman), the Academic Dean, the Dean of the student's Division, The Director of Field Education for the Graduate Division, the Director of Pastoral Training for the Undergraduate Division, a counselor designated by the student, a consulting psychologist, the studentbody president of the student's Division, and a representative elected by the Faculty.

The Review Board is convened only upon the written request of a member of the Administration or Faculty, listing specific reasons which require that a student be dismissed from the Seminary or placed on probation. All members of the Review Board are required to be present at all of its sessions. Ordinarily, the Board invites to its meetings the person who requested that the student be reviewed. Ordinarily, the Board requests the presence at its meetings of the student being reviewed. Both the student being reviewed and the person who requested the review may be accompanied to the Review Board meetings by other persons they believe can help clarify the question. The vote of the Review Board is recorded and if the majority vote is for dismissal, the student is asked to discontinue in the Seminary program. The sessions of the Review Board are recorded on tape, and the tapes or transcriptions of them are available on the request of the student or his Ordinary. All persons involved are bound by professional confidence.

4. COUNSELING SERVICE

Counseling service is provided free of charge for the overall personal benefit, spiritual growth, and academic progress of ministerial students enrolled full time in the graduate and undergraduate Divisions. This service is divided into three broad categories: (1) spiritual counseling, for personal and social growth in Christian values in relation to priestly formation; (2) academic counseling, for course planning and programming; (3) psychological counseling, for consultation with Seminary psychologists and referrals. The Seminary counseling staff includes the President-Rector, the Academic Dean, Division Deans, Faculty spiritual and academic counselors, Faculty Advisors and directors, and consulting psychologists.

The Dean of each Division, is the director of the spiritual formation team. He works with the staff members who serve as personal counselors to the students. All ministerial students are expected to meet with a spiritual counselor of their choice every two weeks during the academic year. The overall progress of a ministerial student is discussed by the Evaluation Board during the school year. (Cf. II, B, 3, b of Handbook). Upon the written request of a member of the Administration or Faculty, a student may be referred to the Review Board. (Cf. II, B, 3, c of the Handbook).

The counseling staff and formation teams meet regularly to analyze their policies and directions in the spiritual counseling and formation programs. In-service training days provide the counseling staff with an opportunity for professional critique and analysis.

5. COMMITTEES

a. Budget: The Budget Committee for the Seminary consists of the President-Rector, Chairman, The Academic Dean, and one other member appointed by the President-Rector. Budget request forms are issued by the Committee to the divisions, staff, and faculty members by February 1st. Those forms are to be submitted to the Budget Committee by March 1st for the following school year (the Summer School budget is submitted by December 15th). The prepared budget is then submitted to the Abbot and his council for approval by May 1st. The new Seminary Budget becomes effective on July 1st of each year.

b. Calendar: The Calendar Committee consists of members representing the Graduate and Undergraduate Faculties, the Graduate and Undergraduate Studentbodies, and Monastic students. The Chairman is appointed by the Academic Dean. The Chairman then selects the other members of the Committee. The Committee meets every two years to work out the Academic Calendar to be published in the School Bulletin. The Calendar is approved by the Academic Dean and President-Rector.

c. English Standards: The English Standards Committee assists the Undergraduate Faculty in the maintenance of high standards in the use of written English. The Committee members must read and approve all senior papers and those term papers which are referred to it by either the student, director or Academic Dean. Its members are professors of English. They choose a chairman from among their members during the spring of each year.

d. Humanities: The Humanities Committee plans and oversees the humanities program each year. Its decisions are subject to the Undergraduate Division and the Academic Dean. Its members are those faculty members who teach in the humanities program. A Chairman is elected each spring.

e. Graduate Degrees: The Graduate Degrees Committee examines and approves the applications of candidates (including Summer School students) for the Master of Arts and the Master of Divinity degrees, has the power to waive requirements at its discretion, approves the programs proposed by the candidates and their directors, and approves the examiners nominated for each candidate. Its members are the Academic Dean (Chairman), the Director of Field Education for all business pertaining to the Master of Divinity degree, and at least two other Faculty members appointed by the Academic Dean.

The Committee watches over the progress of graduate degree candidates in working out their programs on schedule and makes provision for assistance to the candidates and their directors as needed.

f. Cultural Affairs : The Cultural Affairs Committee, plans, arranges, implements, and publicizes all cultural events at the Seminary. At the request of the President-Rector, it reports to the Program Council on its activities and it submits an operating budget proposal to the Budget Committee. Its members are a Faculty representative (Chairman), a representative of the graduate studentbody, and representative of the undergraduate studentbody. The Faculty member is appointed by the President-Rector and the student representatives are appointed by their respective studentbody presidents.

III. PERSONNEL

A. THE FACULTY

1. UNDERGRADUATE DIVISION

a. Members: Members of the Faculty and Administration who teach or work with the undergraduate program of studies, as well as student representatives, are members of the Undergraduate Division.

b. Officers: A chairman and a secretary are elected by the members of the Undergraduate Division.

c. The Undergraduate Division is made up of working committees composed of the Faculty members who teach in the respective disciplines, namely: English Standards, Foreign Language and Literature, Psychology and Sociology, History, Science and Math, Philosophy, Humanities, Monastic Studies, Fine Arts and Drama, Theology, and Communications. The working committees meet as often as matters concerning their discipline need to be considered. When the deliberations of one working committee directly concern other disciplines, the working committee is expanded to include those teaching the other disciplines.

d. Meetings are held regularly during the academic year unless there is insufficient business. Items for the agenda are turned in to the Chairman in advance of the meeting. The Undergraduate Division decides matters that pertain to the undergraduate program of studies. Its decisions may in turn be referred to the Academic Council or to the Full Faculty.

2. GRADUATE DIVISION

a. Members: Members of the Faculty and Administration who teach or have an interest in the graduate program of studies, as well as student representatives, are members of the Graduate Division.

b. Officers: At the close of each academic year, the members of the Graduate Division elect a secretary for the following year who succeeds as chairman the year after he has served as secretary.

C. Meetings: Meetings are held regularly during the academic year unless there is no pressing business. Items for the agenda are turned in to the Chairman in advance of the meeting. The Graduate Division decides matters that pertain to the postgraduate ministerial program of studies, the graduate program, the program of continuing education on the postgraduate level, and the summer program. Its decisions may in turn be referred to the Academic Council or to the Full Faculty.

3. FULL FACULTY

a. Members: All officers of the Seminary administration and all persons who teach academically accredited courses on the undergraduate and graduate levels are voting members of the Full Faculty. Five student representatives are also voting members, namely: one lower-division undergraduate, one upper-division undergraduate, one M. Div. candidate, one M.A. candidate, and one monastic student. Other members of the Seminary staff, such as representatives of the library, maintenance, health, or food services, are non-voting members of the Full Faculty.

b. Officers: The chairman of the Full Faculty is the President-Rector. The vice-chairman is the Academic Dean. The secretary is appointed by the chairman.

c. Meetings: Meetings are held regularly every other month during the academic year unless there is insufficient business. Items for the agenda include reports from the President-Rector, the Academic Dean, the Dean of Graduate Students, the Dean of Undergraduate Students, and a representative of the library staff. Not later than February 1st, the chairmen of the Graduate and Undergraduate Divisions submit a progress report on the programs of their respective divisions. The President-Rector, the Academic Dean, and the Academic Council prepares items for the agenda. Other persons may submit items to the Chairman in advance of the meeting.

Special meetings may be convoked by the President-Rector or the Academic Dean. The Program Council, chaired by the Dean of Graduate students, may convoke a meeting over the objections of the President-Rector to consider a proposal to override a decision of the President-Rector, as provided under II, B, 1, a. of the Handbook, and only when all other recourse fails. The Dean of Graduate students acts as the chairman pro tem for this extraordinary meeting.

4. FACULTY AND ADMINISTRATION CONTRACTS

The assignment of a member of Mount Angel Abbey to the Seminary Administration or Faculty is subject to monastic obedience. (See The Program of Priestly Formation, nn. 212 and 213)

For other full-time administration or faculty members, all new contracts are made for one year. The one exception is the President-Rector, in case he is not a member of Mount Angel Abbey, whose contract is negotiated directly with the Chancellor of the Seminary and in consultation with his own Ordinary (Cf. II, B, 1-A). Contracts are renewed annually by March 15th. Notification of termination must be communicated to an administration or faculty member by June 15th one year in advance of termination.

Right to one year's notice of contract termination for a full-time administration or faculty member is forfeited by serious violations of the requirements mentioned under II, C, 6 of the Handbook. The text of the employment contract defines what constitutes a breach of contract whereby the right to notification of termination is forfeited and the injured party is entitled to terminate the contract outside the times stated above.

Part-time staff are hired on a yearly basis and their contracts can be terminated on a yearly basis, with notification by March 15th (or sooner if possible).

5. COMPENSATION

a. Salaries: Salary schedules and increments are negotiated by the President-Rector and the person employed.

b. Expenses: Expenses to be incurred by members of the Administration and Faculty are budgeted annually under the categories of travel, auto, postage and printing, contractual services, operating supplies, repairs and maintenance, and miscellaneous.

Members of Mount Angel Abbey assigned to the Faculty are provided with a specific amount (for personal educational materials) as determined by the Budget Committee per quarter unit hour taught.

c. Medical Insurance: Employees of Mount Angel Seminary may avail themselves of the O.P.S. medical plan. The Seminary pays the premium for the employee; the employee pays the premium for other members of his/her family.

d. Retirement and Death Benefits: Matching Social Security payments are made by the Seminary and its employees.

Opportunity is available for employees to make monthly tax-deferred payments in an annuity plan that has retirement and death benefits, that can be drawn on in case of need or of transfer to other employment.

e. Sabbaticals: After the completion of ten (10) years of employment, the seminary will grant a year's leave for further study to members of the administration and faculty. The seminary will pay one half of the member's current salary for one quarter's leave, one fourth of the members current salary for a second quarter, and no salary for the remainder of the academic year.

The seminary also encourages staff members who belong to Mount Angel Abbey to take advantage of the sabbatical insofar as this is possible in view of the Abbey's needs and the decision of the Abbot.

6. RIGHTS AND DUTIES

a. Professional Standards: The basic standards of personal conduct and teaching performance expected of Faculty members are found in the norms published in The Program of Priestly Formation issued by the National Conference of Catholic Bishops on January 18, 1971, especially numbers 210 and 213.

Classes are held at the times and places scheduled by the Administration. Absence from class, or a change in the time or place of class, must be arranged with the office of the Academic Dean. Grade reports are filed with this office at the end of each quarter by the deadline set by the Academic Dean. These reports follow the Seminary grading system.

Faculty members are expected to attend such major Seminary activities as the opening of the school year, graduation, and the like.

b. Responsibility for courses: During the Spring term each year, the Administration and the Faculty member agree upon the course (s) he/she is to teach during the following school year. This agreement presupposes and confirms the assumption that the Faculty member has the expertise to teach the course (s) for which he/she is engaged, and to determine the nature and extent of the material to be covered in class and assigned as outside work. The presumption of the Faculty member's competence may be challenged only by bringing specific charges based on evidence. He/she has the right to be confronted with such charges and evidence whether they are brought forward by the Administration or by students or other persons, and to answer the charges and offer evidence in rebuttal.

Faculty members provide the Academic Dean with a syllabus of each class taught. On the first days of class they are encouraged to provide the students with a description of the material to be taught, assigned and recommended readings, and course expectations.

c. Work Load: The normal teaching load is twelve (12) quarter hours in the graduate and undergraduate Divisions combined. The Administration will permit a teaching load in excess of twelve (12) quarter hours only in exceptional cases, compensating for it by securing exemption from proportionate monastic duties for a Faculty member who belongs to Mount Angel Abbey and by increasing the salary of one who is not. Faculty members who are giving directed study courses, acting as academic advisors, or who have administrative duties or extraordinary committee work, or who are engaged in continuing education or Seminary-related ministry, writing, lecturing, or consultation, will have the time thus spent pro-rated to correspond with the normal teaching load.

Normally, Faculty members are not required to teach a class in which less than three students are enrolled, but they may volunteer to do so. In this matter, as in the case of directed studies, Faculty members are expected to take into account the needs of the students and the availability of the courses. The cancelling of a scheduled course does not give a Faculty member a right to a reduced teaching load.

Full-time Faculty members are expected to treat their work in the Seminary as a primary commitment. Outside commitments that might interfere with this may not be undertaken without the permission of the President-Rector.

d. Academic Advisors: The Academic Dean may request that Faculty members serve as academic advisors during registration and at other times during the school year, and as directors of graduate students in their degree programs. He may also request that they serve as examiners for graduate degree candidates.

Humanities staff members are expected to make themselves available for the direction of designated humanities projects.

In addition to the times stated above, Faculty members are expected to be available daily for consultation by the students.

e. Interterm: Each Faculty member is expected to offer at least one course for the Fall Interterm. This course is either within the Faculty member's competence or at least in an area where he/she can make adequate preparation. If the course he/she offers is not taken by any of the students, the Faculty member may be asked to direct one of several Interterm projects for which he/she is qualified.

f. Meetings

Faculty members are expected to attend all meetings of the Full Faculty and of the Division to which they have a primary commitment. They may be absent from these meetings only with the permission of the chairman. They are expected to take a fair share of the committee work of their Division.

Faculty members are expected to participate in professional and in-service programs provided by the Seminary.

By arrangement with Administration, a Faculty member is excused from a proportionate amount of classwork and the Seminary pays his/her expenses for attendance at professional meetings that are held off campus.

g. Faculty Recruitment: The Administration consults the Faculty, chiefly at the Division level, in the matter of maintaining an adequate instructional

staff, and regarding persons to be engaged to teach in the various subject areas. The Divisions sometimes take the initiative in these concerns and recommend proposals to the Administration.

7. SERVICES AND FACILITIES

a. Worship: Faculty members are welcome and encouraged to share in the Eucharist and common prayer services with the graduate and undergraduate students on occasion. Schedules may be obtained from the Deans. The daily Mass and liturgy of the hours celebrated in the Abbey church are open to the public.

b. Library: The Seminary is a primary user of the Mount Angel Library. The library presently contains 78,000 books and subscribes to over 600 periodicals. There are more than 1,000 additional volumes on microfilm and microfiche. Interlibrary loan services are provided. A member of the library staff attends Full Faculty meetings. (Cf. II, C, 3, A. of the Handbook)

Faculty members have the use of private carrells and reserve shelves, as well as of the seminar room and the auditorium for lectures, films, and concerts.

Each year, faculty members submit a list of the books and periodicals in their subject areas that they recommend for purchase by the library, together with the corresponding proposed budget figure.

c. Bookstore: The Bookstore is open daily for the benefit of both students and faculty members. Faculty members may also arrange with the bookstore manager, by appointment, to have the store opened for them at special times. Teachers are provided with one free copy of the latest revised edition of the textbook (s) for each class, and they may also obtain office supplies free of charge. They may purchase the personal items and school supplies carried by the store.

d. Cafeteria: Faculty members may take their meals with the students in the Seminary cafeteria. Payment is arranged through the business office if meals are taken regularly.

e. Counseling: By appointment, Faculty members may see the psychologist consultants employed by the Seminary They may also use the Archdiocesan Consulting Service for Clergy and Religious, located in Portland and listed in the Archdiocesan Directory.

f. Health: The health service is open to students and Faculty members as scheduled daily. At other times, Faculty members may see the nurse by appointment. There is no charge for these services but medicines are charged to those who use them.

Faculty members may use the recreational and athletic facilities provided for the students, including the swimming pool, gymnastic and weight-lifting equipment, track and soccer field, and tennis, basketball, volleyball, and handball courts.

g. Lounge: Administration and Faculty members have the exclusive use of the Faculty lounge, which contains their mail boxes, a coffee bar, and a faculty bulletin board.

General postal service is provided by the St. Benedict, Oregon 97373 post office on campus.

h. Classrooms: The Academic Dean assigns class and seminar rooms of various sizes as they are available and suited to the needs of instruction in the courses. Audio-visual equipment, such as recorders, cassettes, and projectors, may be obtained from the Audio-visual Coordinator.

i. Laboratories: The speech laboratory is equipped with a podium, a public-address system, a video tape recorder, audio-tape recorders, and demonstration models for vocal mechanisms.

The language laboratory is equipped with playback machines and carrels for twelve (12) students.

The biology and chemistry laboratories are equipped and supplied for the instructional needs in these sciences.

J. Music and Drama: An orchestra room and private practice rooms are provided for students and Faculty students.

The auditorium stage has all the technical facilities and basic prop materials needed in the production of plays and musicals.

k. Art: By arrangement with the high-school principal, the Seminary college shares the use of the high-school art studio. It provides potter's wheels, a kiln, supplies for oil and acrylic painting, silk screen, pastels, woodcuts, linoleum cuts, mosaic materials, candle-making, and other crafts.

l. Duplicating: Spirit and mimeograph stencils of ordinary length that are received by 8:00 a.m. are processed by noon. Photocopying submitted by 5:00 p.m. is processed the following morning. Larger orders are filled as time permits. The cost of duplicating is charged to the department for which the work is done.

Secretarial service is not provided for Faculty members. Volunteer helpers for such work may be contacted through the secretary of the President-Rector.

APPENDIX #1

BOARD OF TRUSTEES

Page 7 of the 1972-74 Mount Angel Seminary Bulletin reads as follows:

Board of Trustees

Right Reverend Damian Jentges, O.S.B.	President
Very Reverend Anselm Galvin, O.S.B.	Vice-President
Very Reverend Urban Keber, O.S.B.	Secretary
Reverend Hilary Grantz, O.S.B.	Treasurer
Corporation Members of Mount Angel Seminary	Board Members

Related material in the By-laws of St. Benedict's Abbey, Mt. Angel, Oregon, is as follows:

Be it known that by virtue of the powers conferred on the corporation of St. Benedict's Abbey, Mount Angel, Oregon, at a meeting of the Officers and members of said corporation held on March 28, 1917, the following by-laws were duly and regularly adopted, the same having been considered and voted upon article for article by the members under the former form Corporation, in a meeting held January 4, 1915 when nineteen members were present, Rt. Rev. Abbot Placidus presiding. By supplementary articles of incorporation, of St. Benedict's Abbey, Mt. Angel, Oregon, dated December 23, 1947, the corporate name of this Corporation was changed to Mount Angel Abbey.

ARTICLE I

The officers of this Corporation shall be and are a president (who shall be the Abbot) a vice-president, a secretary and a treasurer.

ARTICLE II

Said officers shall be elected as follows: the president or Abbot shall be chosen by all the members of the Corporation who are voters as hereinafter described and he as such president shall hold his office for life. The remaining officers being the vice-president, secretary and treasurer, shall be elected or chosen by all the members of the Corporation who are voters as hereinafter described and upon such election they shall thereafter hold their respective offices for a period of three years next ensuing and the election shall be made by ballot.

ARTICLE III

It shall be the duty of the said officers to manage either in person or under their supervision, the entire business of the Corporation, and the president, or Abbot shall determine the rights and obligations of such of the said officers; provided, however, that matters of importance, which are named as such in Article VII of these By-Laws, shall not be done without the consent of the members of the corporation who are voters.

ARTICLE IV

The said officers shall meet in regular session every three months and receive the report of the financial standing of the Corporation from the officers of said corporation...In all legal matters the secretary of the Corporation shall be, and act as trustee of the same, if not otherwise directed by the president. Writings issued by the Corporation shall be signed and sealed as required by law. The Corporate seal shall have the words, "ST. BENEDICT'S ABBEY, MOUNT ANGEL, OREGON" impressed on the margin, and the words "Founded in 1882" in the center.

ARTICLE V

The following persons shall be members of the Corporation: 1. All those who, after one year's probation, called novitiate, are received by the voters of the Corporation or a majority thereof, and have made what are called simple vows, shall belong to the Corporation and be members of the same, and enjoy all its privileges and benefits; but they shall not be entitled to vote at elections or any other matter concerning the Corporation. 2. Those, who after their simple vows have remained in the Corporation for three years longer, and made the so-called solemn vows, shall be members of the Corporation, who in addition to their former privileges, shall be entitled to vote at elections and all other matters affecting the corporation...

ARTICLE VII

A meeting of the members who are entitled to vote shall be called and their consent be required in the following instances: 1. Construction of buildings and the sale or purchase of property or incurring debts of a large sum. 2. Obligations to be assumed by the Corporation for an indefinite number of years. 3. The reception of novices...

ARTICLE X

All mortgages, promissory notes and other evidence of indebtedness and all deeds, leases and contracts of all descriptions shall be executed by the president of said Corporation...

ARTICLE XI

Should there be any question concerning the said Corporation which is not mentioned or provided for in these by-laws such question shall be decided according to the rule of St. Benedict, which is the basis of these by-laws, and according to the Constitution of the Congretio Helveto--Americanae Benedictinae of which St. Benedict's Abbey, Mount Angel, Oregon, is a member, and finally according to the Canon Law of the Roman Catholic Church.

ARTICLE XII

It shall be in the power of the president of this Corporation after consultation with the other officers, to make any change or alteration in these by-laws which is not against the said rule of St. Benedict or the said Constitution or the said Canon Law of the Roman Catholic Church and all such changes shall be binding on the members of the Corporation as well as these by-laws...

ARTICLE XIV

The Directors of the Corporation shall consist of five in number. The Directors shall be the Abbot, prior and sub-prior, and shall hold office in accordance with the now existing Declarations and Constitutions of the Swiss-American Congregation. The other two Directors shall be the two Consultors, one elected by the Corporate membership and the other appointed by the Abbot, and shall hold office for one year..

The rights and duties of the Directors of the Corporation, or of the "Board of Directors" as they are called in Article XV, are nowhere specified in the By-laws. Since these Directors are identical with the council described in the Constitutions of the religious law binding on the Abbey, their rights and duties must be presumed to be those of this council.

Since the By-Laws of the Corporation refer to "the Constitution of the Congregatio Helveto-Americanae Benedictinae" in Article XI and Article XII and the "Declarations and Constitutions of the Swiss-American Congregation"in Article XV, and since the speci-

fications in the By-Laws are all laid down in conformity with this Constitution, and since this Constitution includes in its provisions all the prescriptions of the rule of St. Benedict and of the Canon Law of the Roman Catholic Church also mentioned in the the Articles cited, it will be useful to examine the pertinent texts of this Constitution here. This Constitution has been amended several times since the By-Laws were adopted in 1917, the latest revision having been made at the General Chapter of the Benedictine Federation of the Americas held August 6-12, 1972. "The Benedictine Federation of the Americas" was adopted at the General Chapter held October 12-28, 1969, by the group of monasteries to whic' Mount Angel Abbey belongs, to replace the former name "Swiss-American Congregation: or, in Latin, "Congregatio Helveto-Americana Benedictina" referred to in Articles XIV and XI of the By-Laws. The pertinent paragraphs of the Constitution are:

C5 Since the principle of co-responsibility is rooted in the Rule, the Abbot should refer certain questions to other members of the community and share his responsibilities. He must refer to the chapter or to the council certain matters for decision as prescribed by particular or general law. (D 20, C 12, 34)

C6 Each autonomous monastery has a twofold council: namely, that of the permanently professed members of the monastery called the chapter, and that of the consultors called the council. (D 18)

C12 The principal transactions which the chapter is competent to decide are the following:

1) admission of candidates to the novitiate and to temporary commitment and to final vows; (C 42)

2) admission of oblates to oblation;

3) reception of a monk from another monastery with transfer of his stability;

4) reception of persons, other than candidates, to live at the monastery more than three months;

5) foundation and closing of a dependent house as well as its establishment as an autonomous monastery;

6) in accord with the norms of financial responsibility determined by the General Chapter, acts of extraordinary administration: alienation, purchase, exchange, going security, contracting debts, and any onerous contract to continue over three years;

7) construction of new buildings, in accord with the aforementioned norms;

8) acceptance of relinquishment of a parish; (ES, I, 33, 1)

9) founding or accepting the administration of a school or other institutional apostolates for which the community is responsible, as well as the relinquishment thereof;

10) election of delegates to the General Chapter.

C13 Changing monetary values demand that norms for extraordinary administration be reviewed at each regular General Chapter. The distribution of financial responsibility in the autonomous monasteries is as follows:

> In amounts not in excess of $2,500 (or $20 per capitular, whichever is greater) the abbot acts by his own judgement. In amounts not in excess of $10,000 (or $50 per capitular, whichever is greater) the abbot needs the consent of the council. For larger amounts, the consent of the chapter is necessary. When a monastery proposes to incur an obligation in excess of $10,000 per capitular, approval must first be obtained from the president and his council. Such approval does not obligate the Federation or its officers in case of default. (D 32, 75, C 72)

C30 The council consists of the prior, the subprior (if the monastery has one) and a number of consultors determined by the chapter. In any case, at least one-half of the council must be elected annually by the chapter; the others may be appointed by the abbot.

C33 At least semi-annually, the abbot with the council should examine the life of the community, particularly its prayer and work. The abbot shall consult the council about matters to be proposed to the chapter and about important matters not requiring the consent of the chapter.

C34 The consent of the council, given by an absolute majority of votes in secret ballot, the abbot voting, is required in the following instances:

1) financial matters as prescribed by the General Chapter; (12)

2) cases of dismissal as required by common law;

3) continuation of the novitiate as provided in C 85;

4) termination of the promise or contract of commitment. (C 45)

C36 The principle of subsidiarity is to be observed, and therefore the abbot appoints the officials deemed necessary for the wise administration of the monastery, preferably after seeking advice of the council. The duties of each official should be clearly defined so that the official and all concerned know the extent and limits of each official's duties and authority. Officials are responsible to the abbot and retain their offices at his discretion. On a regular basis, they shall confer with the abbot, and as the case may be, report to the council. (D 17-18, 20-21)

In the texts cited above, the expression "board of trustees" occurs only on page 7 of the Bulletin and the word "trustee" only in Article IV of the By-Laws, not in the same sense. Those listed on the "Board of Trustees" in the Bulletin are called "officers of the Corporation" in the By-Laws, except for the last item: "Corporation Members of Mount Angel Abbey... Board Members." The word "board" occurs only in the Bulletin.

Mount Angel Seminary is owned and operated by Mount Angel Abbey, a religious body. The government of Mount Angel Abbey is vested in the Abbot, who is required by the Constitution to consult or to obtain the consent of the chapter or council in certain specified matters. The Mount Angel Abbey Corporation is the Oregon Law identity of the Abbey, with legal authority to transact busines. Its head is the Abbot, and its By-Laws require the Abbot to obtain the advice or consent of the other members of the Abbey according to the norms of the Constitution. Under this arrangement, the President-Rector is appointed by the Abbot. The Abbot does not need the consent of the chapter or council for this.

APPENDIX #2

DOCUMENT OF ERECTION AND BY-LAWS
FOR BOARD OF DIRECTORS
(CONSTITUTION for MOUNT ANGEL SEMINARY)

Preamble

The National Conference of Catholic Bishops meeting in Houston, Texas, in April 1969, approved a statement on seminary administration containing the following paragraph under the heading "Seminary Board:"

> "To assist the Ordinary, administrators, and faculty, a Board should be constituted to help develop the basic policy of the school in accordance with Church Law, the program of the National Conference of Catholic Bishops, and standard American Educational practice. Members will represent the clergy, religious, and laity who share a concern for priestly formation. For seminaries serving more than one diocese or province there should, when feasible, be representation of the several areas served. It is also important that the Board include representation from the broader academic community and from the various professions that can contribute to a more effective program, e.g., law, medicine, and finance. Under the Ordinary, each Board will develop its own by-laws to determine membership, scope, and procedure."

In accord with this recommendation of the National Conference of Catholic Bishops, Mount Angel Seminary by these by-laws establishes what will henceforth be called its Board of Regents.

By-laws

ARTICLE I

NAME

The name of this organization shall be the Boards of Regents for Mount Angel Seminary and Mount Angel Preparatory High School.

ARTICLE II

PURPOSE

The purpose of the Board shall be:

a) To help determine guidelines for the priestly formation and training of seminarians at Mount Angel Seminary and Mount Angel Preparatory High School is in accordance with:

1) The directives of the Holy See.

2) The interim guidelines, National Conference of Catholic Bishops.

3) The standards of the Northwest Association of Secondary and Higher Schools.

4) The prudent recommendations of the bishops, priests, religious and lay people whom Board members represent.

b) To counsel and advise in all matters directly affecting the financial status of the seminary. It shall be the purpose of the Board to review costs and to establish procedures to meet these costs.

ARTICLE III

MEMBERSHIP

a) Ordinaries with students enrolled in Mount Angel Seminary (or their delegates)

b) Vocation Directors with students enrolled in Mount Angel Seminary (or their delegates)

c) The President-Rector and administrative council of Mount Angel Seminary which include the:

Academic Dean
Dean of Graduate Students
Dean of Undergraduate Students
Dean of High School Students
Director of Field Education
Prior of Mount Angel Abbey

d) Director of the House of Studies in Portland

ARTICLE IV

OFFICERS

a) The officers of this Board shall be a chairman, a vice-chairman and

a secretary.

b) The Archbishop of Portland shall be the chairman of the Board.

c) The vice-chairman and secretary of the Board shall be elected each year at the spring meeting.

ARTICLE V

MEETINGS

a) The Board will hold two regular meetings each year, one in the spring and one in the fall. Notice of both meetings will be sent out each January. The spring meeting will be held in May, and the fall meeting in October.

b) The chairman of the Board may call other meetings at his discretion.

c) Meetings will regularly be held at Mount Angel Seminary.

ARTICLE VI

DUTIES OF OFFICERS

a) The chairman shall plan for and preside over all meetings of the Board. He shall appoint such committees as needed to carry out the purposes of the Board.

b) The vice-chairman shall perform the duties of the chairman in the absence or incapacity of the chairman, and shall perform such other functions as the chairman shall assign.

c) The secretary shall record the minutes of all meetings of the Board and shall perform such functions as the chairman shall assign.

ARTICLE VII

COMMITMENT

The Ordinaries of the Board will regard Mount Angel Seminary and Mount Angel Preparatory High School as their institutions and feel welcome to visit the seminarians frequently.

ARTICLE VIII

AMENDMENTS

These by-laws may be amended by a simple majority vote of the members present at any regular meeting of the Board, provided that the members have received notice of the proposed amendment at least thirty days prior to the date of the meeting.

APPENDIX # III

MOUNT ANGEL SEMINARY
ST. BENEDICT, OREGON 97373

TELEPHONE (503) 845-3321

CONTRACT OF EMPLOYMENT

This CONTRACT, made this_____day of_____, 197_ by and between_____of_____, first party, and Mount Angel Seminary of Saint Benedict, Oregon, second party.

WITNESSETH:

The first party contracts with second party for_____months, commencing the_____day of_____, 197_, and the second party hereby contracts to hire first party in the capacity of a_____in consideration for which second party will pay to the first party the sum of_____ Dollars, payable in_____equal bi-monthly installments, beginning _____.

The duties of the first party will consist of:

The first party will comply with the conditions of service for seminary professors as contained in "The Program of Priestly Formation" of the National Conference of Catholic Bishops, January 18, 1971, Chapter five, Article four, pages 48 and 49, especially numbers 210 and 213.

It is further agreed that first party will be allowed leave of absence for sickness for 10 days during the period covered by this contract with no reduction in pay. Days of absence for sickness may accumulate up to and not beyond twenty-five (25) days.

The first party will be invited to renew this contract of employment for the school year_____, or will be advised of a termination of employment by the second party by_____.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands this day and year above written.

First Party
By_____

Mount Angel Seminary (Second Party)
By_____
President-Rector